RJ Reynolds Tobacco Company

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Region Operations/Key Account/Account Managers - North East Sales Area
Region Operations/Key Account/Account Managers - Western Sales Area

Subject: **Payments to Direct Accounts using Chain Retail Accrual Dollars**

Many of the KAMS/AMS in the two areas above have been running retail accrual programs for chain accounts through a direct account. We need to use the following guidelines in making payments to these direct accounts in order for the respective chains' retail accrual fund balance to be properly reflected in the statements.

If you chose to pay the direct account:

Do not pay the direct account through TPS as this will not be reflected on the chains' retail accrual statement.

You must use a manual accounts payable voucher (example attached).

NOTE: The accounts payable voucher is located in F3Fill-Miscellaneous-Finance
If you do not have the F3 Fill Function, please ask your ROU to send you hard copies of the document to use.

To process the manual accounts payable voucher simply fill in the relevant information.

Use the general ledger code provided on the example.

51859 7989

Source: https://www.industrydocuments.ucsf.edu/docs/ylwn0000

Send the voucher with a one page summary backup of the documentation to disbursements accounting to the attention of Lynn Armstrong. The fax number is (910)741-0353.

Please copy Kathryn Noxon and me on the fax as we will have to get the retail accrual statements manually adjusted; otherwise the chain retail accrual statement will still not be correct. Kathryn's fax (910)741-0417, mine (910)741-4606.

If the payment exceeds the region managers approval authority, it must come to the AVP to be approved prior to going to disbursements accounting. **If it is sent to disbursements without the proper approval authority payment may be delayed because it will be returned to you or it may not be paid at all.**

Promotional Dollars Approval Authority	ROM up to $50,000
	RSM up to $150,000
	AVP up to $250,000
	Exec VP $250,000 and above

If you have previously made payments through TPS to the direct account and wish to have them moved to the chains' retail accrual statement, you need to:

Do a summary of the payments by month.

Include the SIS# of the direct account paid

Include the Chain ID and the relevant SIS # where you wish the monies to be moved.

Send a copy to Kathryn Noxon and me.

If there are questions, please call me.

Thanks for your assistance.

Anne Cullip

attachment

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Source: https://www.industrydocuments.ucsf.edu/docs/ylwn0000

ACCOUNTS PAYABLE VOUCHER

RJRT Form 57 - WML 4/22/96

DATE: Today's Date

AMOUNT OF CHECK:

VENDOR NUMBER/ACCOUNT NUMBER: Direct Account SIS #

CHECK TO BE DATED:

ISSUE CHECK TO:

Direct Account Address

EXPLANATION

X Chain [FED XXXX-XX-XX SIS # too] has authorized RJR to pay the above Direct Account w/ its retail accrual monies to fund program _____ @ the ___ rate per carton/pack. On brands ____, ____, ____

SPECIAL PAYMENT INFORMATION TO APPEAR ON CHECK STUB

Name of program

MAIL TO - OTHER THAN PAYEE (NAME AND ADDRESS)

If you want the check to come to you fill this in otherwise, leave it blank & the check will go to the Direct Acct.

CALL FOR CHECK PICK-UP NAME | EXT.

RELATED AR/AC/CA/CONTRACT NO.

G/L CODE	OTHER REQ. CODE	AMOUNT
04-41-0110-0000-000		

very important

APPROVAL AUTHORITY	REQUESTOR SIGNATURE	EXT.

Region Op Mgr up to $50,000
Region Sales Mgr up to $150,000
AVP up to $250,000

Your Name

CC: Anne Cullip
Kathryn Noxon

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